

VRIS UPDATE

Post-Secondary Justification Form Update and Financial Aid Budget Information Effective 3/10/11 Number 305

SUMMARY OF UPDATES

The Post-Secondary Justification Form has been revised. The form is required to be completed by all staff on original probation and all other staff are encouraged to use the document when considering post-secondary training with clients.

A Financial Aid Budget Information document has been developed to help understand what is calculated in the budget for two and four year public post-secondary institutions. This information includes what is normally calculated into the school budget such as tuition/fees, books/supplies, room and board and miscellaneous/personal expenses. The document also provides budget information that varies from institution like computer purchases, tools, mileage, disability related expenses, childcare, and family member education cost. These increased expenses need to be requested by the student or VR Staff to have the student's budget increased so the student may be awarded additional aid/loans. The document is to be used as a resource when planning with clients.

VRIS POSTING

The Post-Secondary Chapter has been revised to reflect the following two documents:

- Post-Secondary Justification Form: Forms and Marketing; Case Service Forms; Post-Secondary Forms: [Post-Secondary Justification Form](#)
- Financial Aid Budget Information: Forms and Marketing; Case Service Forms; Post-Secondary Forms: [Financial Aid Budget Information](#)

FORMS REVISED

[Post-Secondary Justification Form](#)

MONITORING REQUIREMENTS

Office Directors will need to verify staff on original probation is using the Post-Secondary Justification Form and that the document is in the case file.

TEAM COMMUNICATION

Review the Post-Secondary Justification Form and the Post-Secondary Budget Information with your teams. Review the expectations on how the documents should be used.

LEADERSHIP CONTACT

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